APPROVED MINUTES OF THE KING WILLIAM COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 20, 2026

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 20th day of January 2026, in the Board Meeting Room of the County Administration Building and via live stream.

AGENDA ITEM 1. Call to Order
The Clerk to the BOS called the meeting to Order.

AGENDA ITEM 2. Roll Call
The following members were present: Ms. Herndon, Ms. Carlton, Ms. Washington and Ms. Price.

AGENDA ITEM 3. Election of a Board Chair
a. The Clerk to the Board will take motion to elect a 2026 Chair.
The Clerk opened the floor for nominations for Chair. Ms. Carlton nominated Ashley Herndon as Chair and Ms. Price seconded the nomination. The Clerk asked for a motion to close the nominations, Ms. Price made a motion to close the nominations and the motion was seconded by Ms. Carlton.
For the nomination of Ashley Herndon as Chair, the Clerk polled the members and found that all were in favor and none were opposed.

AGENDA ITEM 4. Election of a Vice Chair
a. The newly elected Chair will take motion for the election of a 2026 Vice Chair
The Chair opened the floor for nominations of Vice Chair. Ms. Price nominated Ms. Carlton as Vice Chair and Ms. Herndon seconded the motion. Finding no other nominations, the Chair asked for a motion to close the nominations. Ms. Price made a motion to close the nominations and Ms. Washington seconded the motion and the Chair polled the members. She found that all the members were in favor of the motion and none were opposed.
For the nomination of Tracey Carlton as Vice Chair, the Chair polled the members and found that all were in favor, and none were opposed.

AGENDA ITEM 5. Review and Adoption of Meeting Agenda
The Chair called for discussion, finding none, Ms. Price made a motion to approve the Meeting Agenda as presented and Ms. Washington seconded the motion. The Chair polled the members and found that all were in favor, and none were opposed.

AGENDA ITEM 6. Invocation The Chair led the Moment of Silence.

AGENDA ITEM 7. Pledge of Allegiance The Chair led the Pledge of Allegiance.

AGENDA ITEM 8. Organizational Meeting Matters

a. Election of a Secretary

The Chair called for discussion. Chair Herndon made a motion to elect the Deputy Clerk to the BOS as the Secretary and Ms. Price seconded the motion. All members were in favor of the motion and none were opposed.

b. Adoption of the 2026 Meeting Schedule

The Chair called for discussion, upon review of the schedule Ms. Washington made a motion to adopt the schedule as presented, the motion was seconded by Ms. Carlton.
All members were in favor and none were opposed.

c. Adoption of the KWCLS-LBOT ByLaws for 2026

The Chair called for discussion. Chair Herndon noted that on the last page of the Bylaws the notation of the vote needs to be updated. Finding no other comments, Ms. Carlton made a motion to adopt the ByLaws as amended and Ms. Price seconded the motion. The Chair polled the members and found that all members were in favor of the motion and none were opposed.

AGENDA ITEM 9. Consent Agenda

a. Approval of Minutes: None

AGENDA ITEM 10. Citizens Comment Period - No speakers

AGENDA ITEM 11. Library Board Report – Governance - No updates per Chair Herndon

AGENDA ITEM 12. County Report - Administration

a. Construction Update

Clarence Monday provided an update regarding the progress that is being made. Construction photos are available on the county's website (LBOT page) and walls are in place, wires are hung and the project is moving along on schedule. The County takes this project very seriously and the competition date is 3/19/2026. The opening date will follow once the final tasks are completed, such as installation of furniture, AV/IT equipment, Certificate of Occupancy, etc.

b. Financial Report

Mr. Monday provided the Board with the monthly financial report (see handouts).

AGENDA ITEM 13. Director's Report - Operations

Cat Rashid provided her report to the Board. She provided her information in the attached handouts.

a. Statistical Summary

b. Library Programming and Services

c. Library Projects - Status

AGENDA ITEM 14. Unfinished Business None

AGENDA ITEM 15. New Business

a. Update on the new library's furniture and fixtures - LS&S

Tracy Carlton provided the following update: the BOS approved option 2 (use everything that can be used and order other items through a Virginia based vendor) at an estimated cost of $172,689.00 and approved the use of the state aid funds for this project (Resolution 25-XX)

Clarence Monday updated the Board with how the process of ordering the items and how LS&S will use their contacts to assist the county in filling their order.

AGENDA ITEM 16. Next Meeting February 17, 2026 at 6:30 pm

AGENDA ITEM 17. Adjourn or Recess

The Chair called for discussion, Ms. Carlton made a motion to adjourn, and Ms. Price seconded the motion. The Chair polled the members and found that all members were in favor of the motion, and none were opposed.

Range of Accounts: 100-073200-0000-000-00 to 100-073200-7002-000-00 Date Range: 07/01/25 to 12/31/25 Include Accounts with Zero Activity: No
Audit Report Type: Standard
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the Transaction Ending Date.
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance

Account No / Date	Transaction Data/Comment	Description	Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-3310-000-00	REPAIRS & MAINTENANCE				0.00	
09/10/25	PO 25-04001 2 Encumber	FASTSIGNS 30101 - Purchase	DIREC005 DIRECTV	853.78-	853.78-	CSTEVENS
10/01/25	PO 25-04001 2 Pay Ck: 101289	FASTSIGNS 30101 - Purchase	DIREC005 DIRECTV	853.78-*	853.78-	CSTEVENS
09/27/25	PO 25-03960 1 Encumber		360HA010 360 HARDWARE-Admin	12.48-	866.26-	CSTEVENS
10/01/25	PO 25-03960 1 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	12.48-*	866.26-	CSTEVENS
09/27/25	PO 25-03960 3 Encumber		360HA010 360 HARDWARE-Admin	9.96-	876.22-	CSTEVENS
10/01/25	PO 25-03960 3 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	9.96-*	876.22-	CSTEVENS
09/27/25	PO 25-03960 4 Encumber		360HA010 360 HARDWARE-Admin	2.49-	878.71-	CSTEVENS
10/01/25	PO 25-03960 4 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	2.49-*	878.71-	CSTEVENS
09/27/25	PO 25-03960 5 Encumber		360HA010 360 HARDWARE-Admin	33.99-	912.70-	CSTEVENS
10/01/25	PO 25-03960 5 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	33.99-*	912.70-	CSTEVENS
100-073200-5110-000-00	ELECTRICAL SERVICES				0.00	
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 2	197.22-	197.22-	JCOLEMAN
09/23/25	PO 25-03935 1 Encumber		DOMIN040 DOMINION POWER 210019427520	295.54-	492.76-	CSTEVENS
10/01/25	PO 25-03935 1 Pay Ck: 101307		DOMIN040 DOMINION POWER 210019427520	295.54-*	492.76-	CSTEVENS
10/26/25	PO 25-04227 1 Encumber		DOMIN040 DOMINION POWER 210019427520	192.20-	684.96-	CSTEVENS
11/03/25	PO 25-04227 1 Pay Ck: 101571		DOMIN040 DOMINION POWER 210019427520	192.20-*	684.96-	CSTEVENS
100-073200-5170-000-00	INTERNET SERVICES				0.00	
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 3	1,062.11-	1,062.11-	JCOLEMAN
100-073200-5210-000-00	POSTAL SERVICES				0.00	
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 4	166.00-	166.00-	JCOLEMAN
100-073200-5230-000-00	TELEPHONE (WIRELESS)				0.00	
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 5	793.00-	793.00-	JCOLEMAN
09/27/25	PO 25-03958 1 Encumber	ACCT: 209965759	TMOBL005 T MOBLIE	646.28-	1,439.28-	CSTEVENS
10/01/25	PO 25-03958 1 Pay Ck: 101333	ACCT: 209965759	TMOBL005 T MOBLIE	646.28-*	1,439.28-	CSTEVENS
10/22/25	PO 25-04201 1 Encumber		TMOBL005 T MOBLIE	664.78-	2,104.06-	CSTEVENS
11/03/25	PO 25-04201 1 Pay Ck: 101595		TMOBL005 T MOBLIE	664.78-*	2,104.06-	CSTEVENS
11/05/25	PO 25-04356 14 Encumber		VERIZ020 VERIZON WIRELESS	1,208.14-	3,312.20-	CSTEVENS
11/17/25	PO 25-04356 14 Pay Ck: 101744		VERIZ020 VERIZON WIRELESS	1,208.14-*	3,312.20-	CSTEVENS
11/24/25	PO 25-04501 1 Encumber		TMOBL005 T MOBLIE	594.75-	3,906.95-	CSTEVENS

Account No / Date	Description / Transaction Data/Comment	Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-5230-000-00	TELEPHONE (WIRELESS) Continued				
12/01/25	PO 25-04501 1 Pay Ck: 101784	TMOBL005 T MOBLIE	594.75-*	3,906.95-	CSTEVENS
12/08/25	PO 25-04637 14 Encumber	VERIZ045 VERIZON WIRELESS SERVICES LLC	1,207.58-	5,114.53-	CSTEVENS
12/12/25	PO 25-04637 14 Pay Ck: 101925	VERIZ045 VERIZON WIRELESS SERVICES LLC	1,207.58-*	5,114.53-	CSTEVENS
12/24/25	PO 25-04772 1 Encumber	TMOBL005 T MOBLIE	606.55-	5,721.08-	CSTEVENS
100-073200-5410-000-00	LEASE/RENT EQUIPMENT			0.00	
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 6	235.62-	235.62-	JCOLEMAN
10/08/25	PO 25-04083 1 Encumber	XEROX010 XEROX CORPORATION	121.40-	357.02-	CSTEVENS
10/15/25	PO 25-04083 1 Pay Ck: 101447	XEROX010 XEROX CORPORATION	121.40-*	357.02-	CSTEVENS
10/08/25	PO 25-04083 2 Encumber	XEROX010 XEROX CORPORATION	72.19-	429.21-	CSTEVENS
10/15/25	PO 25-04083 2 Pay Ck: 101447	XEROX010 XEROX CORPORATION	72.19-*	429.21-	CSTEVENS
11/10/25	PO 25-04387 1 Encumber	XEROX010 XEROX CORPORATION	150.97-	580.18-	CSTEVENS
11/17/25	PO 25-04387 1 Pay Ck: 101698	XEROX010 XEROX CORPORATION	150.97-*	580.18-	CSTEVENS
11/10/25	PO 25-04387 2 Encumber	XEROX010 XEROX CORPORATION	103.51-	683.69-	CSTEVENS
11/17/25	PO 25-04387 2 Pay Ck: 101698	XEROX010 XEROX CORPORATION	103.51-*	683.69-	CSTEVENS
12/09/25	PO 25-04650 1 Encumber	XEROX010 XEROX CORPORATION	67.05-	750.74-	CSTEVENS
12/12/25	PO 25-04650 1 Pay Ck: 101927	XEROX010 XEROX CORPORATION	67.05-*	750.74-	CSTEVENS
12/09/25	PO 25-04650 2 Encumber	XEROX010 XEROX CORPORATION	147.85-	898.59-	CSTEVENS
12/12/25	PO 25-04650 2 Pay Ck: 101927	XEROX010 XEROX CORPORATION	147.85-*	898.59-	CSTEVENS
100-073200-5420-000-00	RENT (BUILDING) BAILEY LIVING TRUST			0.00	
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 7	10,000.00-	10,000.00-	JCOLEMAN
100-073200-6001-000-00	OFFICE SUPPLIES			0.00	
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 8	66.00-	66.00-	JCOLEMAN
10/10/25	PO 25-04109 10 Encumber	AMAZO005 AMAZON	40.96-	106.96-	JCOLEMAN
10/15/25	PO 25-04109 10 Pay Ck: 101451	AMAZO005 AMAZON	40.96-*	106.96-	CSTEVENS
100-073200-7001-000-00	CONTRACTUAL (LIBRARY SYSTEMS & SERVICES)			569,445.00	
09/09/25	PO 25-03824 27 Encumber	AMAZO005 AMAZON	352.07-	569,092.93	JCOLEMAN
09/11/25	PO 25-03824 27 Pay Ck: 101228	AMAZO005 AMAZON	352.07-*	569,092.93	CSTEVENS
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 9	107,934.00-	461,158.93	JCOLEMAN
09/18/25	Expenditure To move expenses to correct lines.	Reference 1856 10	352.07	461,511.00	JCOLEMAN
10/03/25	PO 25-04037 1 Encumber	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-	419,261.42	CSTEVENS
10/15/25	PO 25-04037 1 Pay Ck: 101467	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-*	419,261.42	CSTEVENS
11/03/25	PO 25-04332 1 Encumber	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,666.00-	376,595.42	CSTEVENS
11/17/25	PO 25-04332 1 Pay Ck: 101720	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,666.00-*	376,595.42	CSTEVENS
11/20/25	PO 25-04483 1 Encumber	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-	334,345.84	CSTEVENS

Account No / Date	Transaction Data/Comment	Description	Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-7001-000-00	CONTRACTUAL (LIBRARY SYSTEMS & SERVICES) Continued					
12/01/25	PO 25-04483 1 Pay Ck: 101801		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-*	334,345.84	CSTEVENS
11/20/25	PO 25-04483 2 Encumber	materials	LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-	328,929.42	CSTEVENS
12/01/25	PO 25-04483 2 Pay Ck: 101801	materials	LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-*	328,929.42	CSTEVENS
12/04/25	PO 25-04574 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-	286,679.84	CSTEVENS
12/04/25	PO 25-04574 1 Pay Ck: 101881		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-*	286,679.84	CSTEVENS
12/04/25	PO 25-04574 2 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-	281,263.42	CSTEVENS
12/04/25	PO 25-04574 2 Pay Ck: 101881		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-*	281,263.42	CSTEVENS
100-073200-7002-000-00	LIBRARY SYSTEMS & SERVICES				0.00	
07/03/25	PO 25-03178 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	47,666.00-	47,666.00-	CSTEVENS
07/14/25	PO 25-03178 1 Pay Ck: 100794		LIBRA005 LIBRARY SYSTEMS & SERVICES	47,666.00-*	47,666.00-	CSTEVENS
07/03/25	PO 25-03190 1 Encumber	RENT FOR THE LIBRARY STORAGE	BAILE020 BAILEY LIVING TRUST	2,500.00-	50,166.00-	CSTEVENS
07/03/25	PO 25-03190 1 Pay Ck: 100727	RENT FOR THE LIBRARY STORAGE	BAILE020 BAILEY LIVING TRUST	2,500.00-*	50,166.00-	CSTEVENS
07/12/25	PO 25-03243 1 Encumber	ACCT#0015414111116802	COXCO005 COX BUSINESS	437.37-	50,603.37-	CSTEVENS
07/15/25	PO 25-03243 1 Pay Ck: 100735	ACCT#0015414111116802	COXCO005 COX BUSINESS	437.37-*	50,603.37-	CSTEVENS
07/15/25	PO 25-03282 1 Encumber		USPS0005 USPS	166.00-	50,769.37-	CSTEVENS
07/16/25	PO 25-03282 1 Pay Ck: 100822		USPS0005 USPS	166.00-*	50,769.37-	CSTEVENS
08/06/25	PO 25-03459 1 Encumber	August Rent payment	BAILE020 BAILEY LIVING TRUST	2,500.00-	53,269.37-	CSTEVENS
08/06/25	PO 25-03459 1 Pay Ck: 100945	August Rent payment	BAILE020 BAILEY LIVING TRUST	2,500.00-*	53,269.37-	CSTEVENS
08/11/25	PO 25-03540 1 Encumber		COXCO005 COX BUSINESS	312.37-	53,581.74-	CSTEVENS
08/14/25	PO 25-03540 1 Pay Ck: 101004		COXCO005 COX BUSINESS	312.37-*	53,581.74-	CSTEVENS
08/18/25	PO 25-03595 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	15,102.00-	68,683.74-	CSTEVENS
08/29/25	PO 25-03595 1 Pay Ck: 101130		LIBRA005 LIBRARY SYSTEMS & SERVICES	15,102.00-*	68,683.74-	CSTEVENS
08/20/25	PO 25-03602 1 Encumber	Rental Fee	BAILE015 BAILEY, WILLIAM "WALT"	2,500.00-	71,183.74-	JCOLEMAN
08/29/25	PO 25-03602 1 Pay Ck: 101090	Rental Fee	BAILE015 BAILEY, WILLIAM "WALT"	2,500.00-*	71,183.74-	CSTEVENS
08/26/25	PO 25-03627 1 Encumber	Pre Bid meeting	CHRIS020 Christa Hazlewood	66.00-	71,249.74-	CSTEVENS
08/29/25	PO 25-03627 1 Pay Ck: 101096	Pre Bid meeting	CHRIS020 Christa Hazlewood	66.00-*	71,249.74-	CSTEVENS
08/28/25	PO 25-03662 1 Encumber		XEROX010 XEROX CORPORATION	35.53-	71,285.27-	CSTEVENS
08/29/25	PO 25-03662 1 Pay Ck: 101117		XEROX010 XEROX CORPORATION	35.53-*	71,285.27-	CSTEVENS
08/28/25	PO 25-03662 12 Encumber		XEROX010 XEROX CORPORATION	49.24-	71,334.51-	CSTEVENS
08/29/25	PO 25-03662 12 Pay Ck: 101117		XEROX010 XEROX CORPORATION	49.24-*	71,334.51-	CSTEVENS
09/01/25	PO 25-03762 1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	45,166.00-	116,500.51-	CSTEVENS
09/11/25	PO 25-03762 1 Pay Ck: 101243		LIBRA005 LIBRARY SYSTEMS & SERVICES	45,166.00-*	116,500.51-	CSTEVENS
09/01/25	PO 25-03767 1 Encumber		DOMIN040 DOMINION POWER 210019427520	197.22-	116,697.73-	CSTEVENS
09/11/25	PO 25-03767 1 Pay Ck: 101201		DOMIN040 DOMINION POWER 210019427520	197.22-*	116,697.73-	CSTEVENS
09/06/25	PO 25-03782 1 Encumber		XEROX010 XEROX CORPORATION	61.07-	116,758.80-	CSTEVENS
09/11/25	PO 25-03782 1 Pay Ck: 101227		XEROX010 XEROX CORPORATION	61.07-*	116,758.80-	CSTEVENS
09/06/25	PO 25-03782 2 Encumber		XEROX010 XEROX CORPORATION	89.78-	116,848.58-	CSTEVENS

Account No / Date	Description / Transaction Data/Comment		Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-7002-000-00	LIBRARY SYSTEMS & SERVICES	Continued				
09/11/25 PO 25-03782	2 Pay Ck: 101227		XEROX010 XEROX CORPORATION	89.78-*	116,848.58-	CSTEVENS
09/06/25 PO 25-03793	1 Encumber		VERIZ020 VERIZON WIRELESS	793.00-	117,641.58-	CSTEVENS
09/11/25 PO 25-03793	1 Pay Ck: 101267		VERIZ020 VERIZON WIRELESS	793.00-*	117,641.58-	CSTEVENS
09/08/25 PO 25-03814	1 Encumber		COXCO005 COX BUSINESS	312.37-	117,953.95-	CSTEVENS
09/11/25 PO 25-03814	1 Pay Ck: 101196		COXCO005 COX BUSINESS	312.37-*	117,953.95-	CSTEVENS
09/15/25 PO 25-03869	1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	120,453.95-	CSTEVENS
10/01/25 PO 25-03869	1 Pay Ck: 101294		BAILE020 BAILEY LIVING TRUST	2,500.00-*	120,453.95-	CSTEVENS
09/18/25 Expenditure	To move expenses to correct lines.		Reference 1856 1	120,453.95	0.00	JCOLEMAN
09/18/25 Expenditure	To move expenses to correct lines.		Reference 1856 11	352.07-	352.07-	JCOLEMAN
10/03/25 PO 25-04037	2 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-	5,768.49-	CSTEVENS
10/15/25 PO 25-04037	2 Pay Ck: 101467		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-*	5,768.49-	CSTEVENS
10/08/25 PO 25-04061	1 Encumber		COXCO005 COX BUSINESS	312.37-	6,080.86-	CSTEVENS
10/15/25 PO 25-04061	1 Pay Ck: 101415		COXCO005 COX BUSINESS	312.37-*	6,080.86-	CSTEVENS
10/16/25 PO 25-04178	1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	8,580.86-	CSTEVENS
11/03/25 PO 25-04178	1 Pay Ck: 101562		BAILE020 BAILEY LIVING TRUST	2,500.00-*	8,580.86-	CSTEVENS
10/16/25 PO 25-04538	1 Encumber	FASTSIGNS 30101 - Purchase	FASTS005 FASTSIGNS	853.77-	9,434.63-	CSTEVENS
12/01/25 PO 25-04538	1 Pay Ck: 101842	FASTSIGNS 30101 - Purchase	FASTS005 FASTSIGNS	853.77-*	9,434.63-	CSTEVENS
11/10/25 PO 25-04389	1 Encumber		COXCO005 COX BUSINESS	312.37-	9,747.00-	CSTEVENS
11/17/25 PO 25-04389	1 Pay Ck: 101664		COXCO005 COX BUSINESS	312.37-*	9,747.00-	CSTEVENS
11/17/25 PO 25-04440	1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	12,247.00-	CSTEVENS
12/01/25 PO 25-04440	1 Pay Ck: 101755		BAILE020 BAILEY LIVING TRUST	2,500.00-*	12,247.00-	CSTEVENS
12/21/25 PO 25-04735	1 Encumber		COXCO005 COX BUSINESS	312.37-	12,559.37-	CSTEVENS
12/23/25 PO 25-04735	1 Pay Ck: 101976		COXCO005 COX BUSINESS	312.37-*	12,559.37-	CSTEVENS
12/22/25 PO 25-04742	1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	15,059.37-	CSTEVENS
12/23/25 PO 25-04742	1 Pay Ck: 101970		BAILE020 BAILEY LIVING TRUST	2,500.00-*	15,059.37-	CSTEVENS
* Fund: 100	GENERAL FUND Total				246,651.65	
* Final Total					246,651.65	

* Total lines reflect totals for the Accounts Printed Only.

KING WILLIAM COUNTY
LIBRARY SYSTEM

KWCLS

MONTLY REPORT: JANUARY 2026

Statistics At a Glance

1,345
PHYSICAL CIRCULATION

496
ELECTRONIC CIRCULATION

32
NUMBER OF PROGRAMS

1,081
LIBRARY VISITS

1,067
LIBRARY CARD HOLDERS YTD

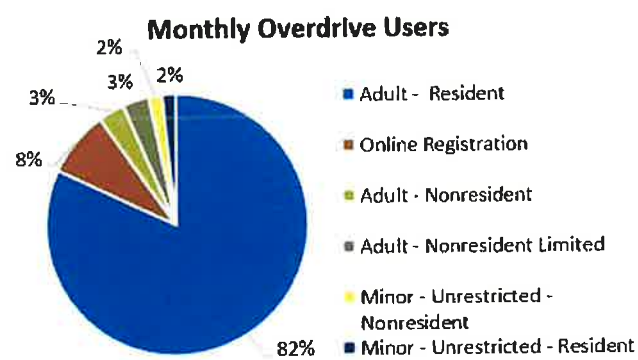
84
COMPUTER USAGE

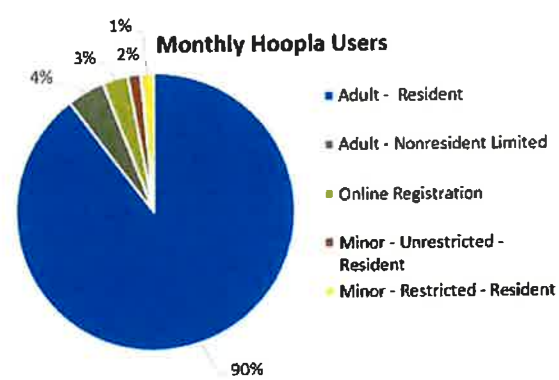
36
HOTSPOT USAGE

1,319
WEBSITE VISITS

Cardholder Statistics

Adult - Resident	580
Adult - Nonresident	61
Adult - Nonresident Limited	38
Minor - Restricted - Nonresident	7
Minor - Restricted - Resident	48
Minor - Unrestricted - Nonresident	10
Minor - Unrestricted - Resident	103
Online registrations	220
Total YTD	1,067

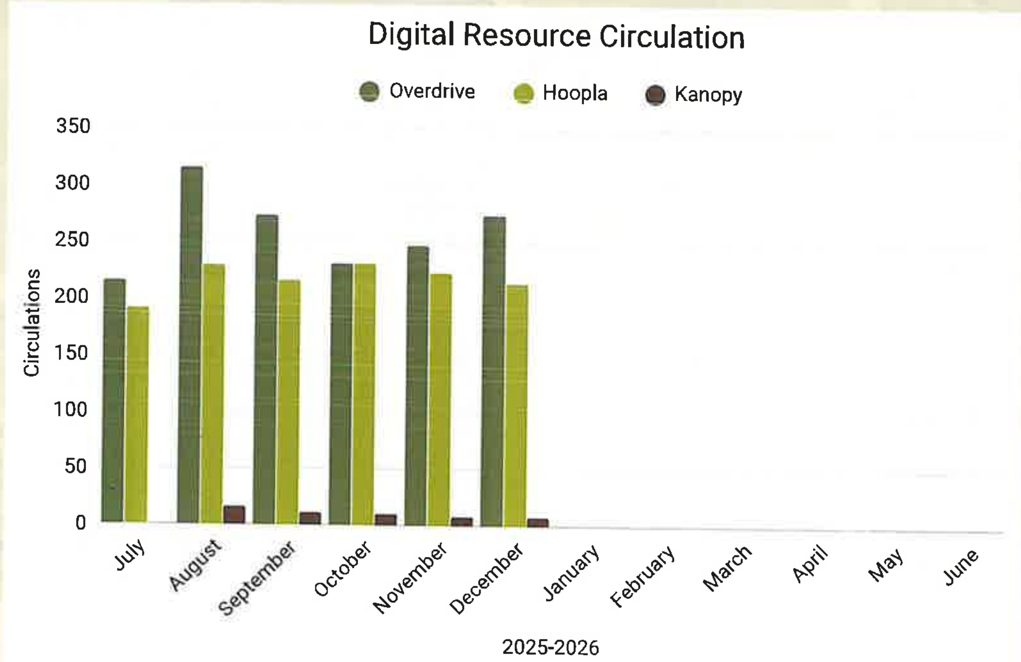


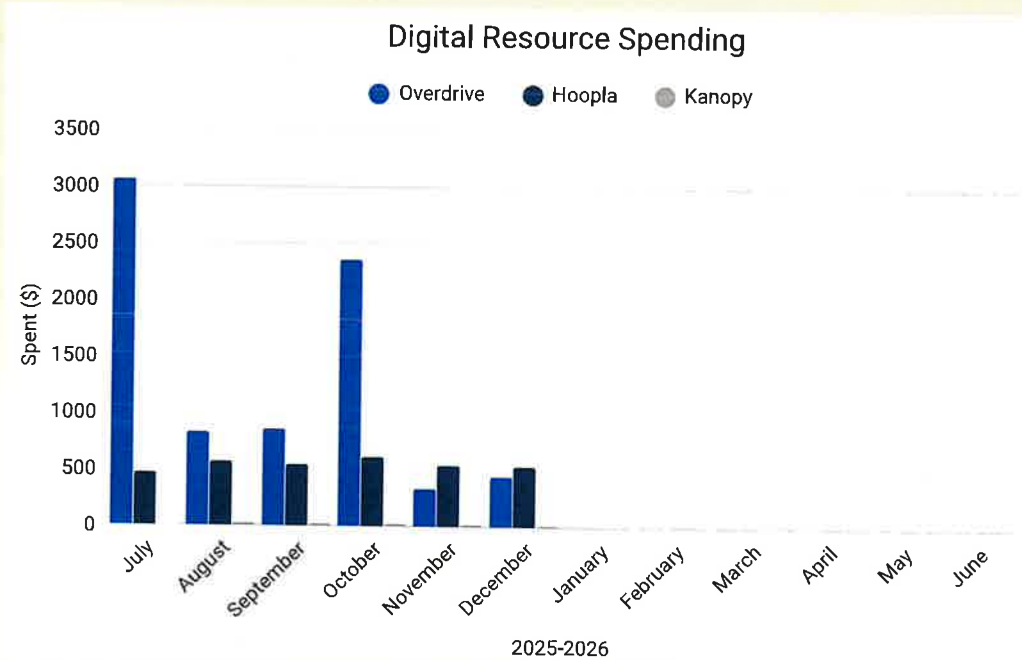


KWCLS

MONTHLY REPORT: JANUARY 2026

Digital Resource Usage





KWCLS

MONTHLY REPORT: JANUARY 2026

Snapshots

The KWCLS Elf, Holli, was a big hit on social media and on our parade book cart displays.

KWCLS staff enjoyed participating in West Point's Christmas on the Town parade and storytime.

The Gingerbread House Decorating program was a success. There are so many talented builders in KWC!

Highlights

- First monthly email newsletter sent to 827 recipients on 12/18
- Top Library Programs:
  - 12/18 Community Caroling Stroll: 27 library participants
  - 12/19 Storytime + Stay & Play: 18 participants
  - 12/6 Gingerbread House Decorating: 16 participants
- Outreach
  - 12/3 McKendree Church Storytime: 10 participants
  - 12/7 West Point Christmas on the Town Storytime & Singalong: 6 participants
  - 12/10 McKendree Church Storytime: 12 participants
  - 12/11 Don Pedro Library Card Sign Up: 14 participants
  - 12/18 Community Caroling Stroll: 114 community participants
- Passive Programming
  - Gingerbread Scavenger Hunt: 85 participants
  - Take-and-Make Crafts: 29 participants

Coming Soon!

Interested in receiving monthly book recommendation newsletters? Sign up on our website homepage (scroll to the very bottom).

For UKW community members: sign up for a library card, pick up a hold, and return items at Don Pedro in UKW on January 23 from 5-7pm, February 7 from 11:30am - 1:30pm, and February 21 from 11:30am - 1:30pm.

FEBRUARY 2026

SUN	MON	TUE	WED	THUR	FRI	SAT
1	**Sensory Playtime with Play-Doh** 11:00AM - 12:00PM **Book a Librarian** 2:00PM - 3:00PM (Call or visit to register)	3 **Coloring & Coffee for Adults** 10:30AM - 11:30AM	**Walk and Talk from the Library** 12:00PM - 1:00PM **3rd-5th Grade Book Chats** 3:30PM - 4:30PM	5 **Naughty Knitters** 10:00AM - 12:00PM **Storytime @ McKC** 2:30 - 3:00PM	6 **Family Storytime & Stay and Play** 10:30AM - 11:30AM	7 **Make a Valentines Day Card** All day **Don Pedro's Library Pop-Up** 11:30AM - 1:30PM
8	**Rhythm, Rhyme & Bubble Time** 11:00AM - 12:00PM **Book a Librarian** 2:00PM - 3:00PM (Call or visit to register)	10	**Walk and Talk** 12:00PM - 1:00PM **Storytime @ McKC** 2:30 - 3:00PM **6th-8th Grade Book Chats** 3:30PM - 4:30PM	**Naughty Knitters** 10:00AM - 12:00PM **Movie Night- "Tinker Bell and the Lost Treasure"** 5:30PM - 7:30PM	13 **Family Storytime & Stay and Play** 10:30AM - 11:30AM	14 **RomCom & Pizza** 11:00AM - 1:00PM (Call or Visit to register)
15	16 **-Closed for Presidents Day-**	17 **Coloring & Coffee for Adults** 10:30AM - 11:30AM	**Adult Book Club** 11:30PM - 12:30PM **Walk and Talk** 12:00PM - 1:00PM **9th-12th Grade Book Chats** 3:30PM - 4:30PM	**Naughty Knitters** 10:00AM - 12:00PM **Storytime @ McKC** 2:30 - 3:00PM **Chess & Board Games** 5:00PM - 6:30PM	20 **Family Storytime & Stay and Play** 10:30AM - 11:30AM	**Adult Crafting - Birch Tree Painting** 11:00AM - 12:00PM (Call or visit to register) **Don Pedro's Library Pop-Up** 11:30AM - 1:30PM
22	**Book a Librarian** 2:00PM - 3:00PM (Call or visit to register) **Teen Advisory Council** 6:00PM - 7:00PM	24	25 **Walk and Talk from the Library** 12:00PM - 1:00PM **Storytime @ McKC** 2:30 - 3:00PM	26 **Naughty Knitters** 10:00AM - 12:00PM	27 **Family Storytime & Stay and Play** 10:30AM - 11:30AM	28 **LEGO at the Library** 11:00PM - 1:00PM

West Point Branch Library | 433 12th Street, West Point, VA 23181 | 804-769-2803

Hours: Monday-Thursday 10:00 AM-8:00 PM; Friday 10:00 AM-6:00 PM; Saturday 10:00 AM-2:00 PM; Sunday Closed kwcls.org

KING WILLIAM COUNTY LIBRARY SYSTEM

FEBUARY 2026 | EVENTS & PROGRAMS

All Ages

Make a Valentines Day Card

SATURDAY, 2/7 All day

Get crafty at our self-led valentines card making station. (While supplies lasts)

Don Pedro's Library Pop-Up

SATURDAY, 2/7 AND 2/21 11:30 AM-1:30 PM

Library cards sign up, holds pick up, and returns accepted! Holds must be placed at 5pm 2 days before pick up date

Family Movie Night- " Tinker Bell and the Lost Treasure "

THURSDAY, 2/12 5:30 PM-7:30 PM

Join us for a free, family-friendly movie! Seating is available, but families are welcome to bring their own plushie friends and small blankets. Popcorn and drinks (While supplies lasts)

Chess and Board Games

THURSDAY, 2/19 5:00 PM-6:30 PM

Get your game on! Games and fun provided.

Kids*

Family Storytime & Stay and Play

FRIDAYS, 10:30 AM-11:30 AM

Sensory Playtime with Play-doh

MONDAY, 2/2 11:00 AM-12:00 PM

Perfect for little ones developing fine motor skills, hand strength and coordination. Play-doh and tools provided.

*Kids continued

Book Chats

3-5TH GRADE WEDNESDAY, 2/4 3:30 PM-4:30 PM

6-8TH GRADE WEDNESDAY 2/11 3:30 PM-4:30PM

Whether it's an awesome adventure or a mind blowing true story, come share your adventure!

Storytime at Mckendree Church

2/5, 2/11, 2/19, 2/25 2:30 PM-3:00 PM

Library staff will lead songs and storytime. 4347 Manfield Rd, Manquin, VA

Rhythm, Rhyme & Bubble Time

MONDAY, 2/9 11:00 AM-12:00 PM

Ages 0-4 yrs exploring music, movement, creative expression, and early literacy with their caregiver! Led by Lisa Coates

Lego at the Library

SATURDAY, 2/28 11:00 AM-1:00 PM

We provide the bricks, you bring the imagination!

Teens

9th-12th Grade Book Chats

WEDNESDAY, 2/18 3:30 PM-4:30 PM

Love to read? We'll chat about books that keep us up late, the characters we can't stop thinking about, and the stories we can't wait to share!

Teen Advisory Council

MONDAY, 2/23 6:00 PM-7:00 PM

Want to gain service hours while getting involved at your library? Let your voice be heard at the Teen Advisory Council (grades 6-12.) Light snacks provided.

Adults (Ages 18+)

Book a Librarian

MONDAYS 2:00 PM-3:00 PM

Need help on the computer, research, or applying for a job? Contact to book a one-hour session.

Coloring & Coffee for Adults

TUESDAY, 2/3 AND 2/17 10:30 AM-11:30 AM

Relax with members of your community with coffee, tea, and snacks at the library. Coloring pages and supplies provided.

Walk and Talk from the Library

WEDNESDAYS, 12:00 PM-1:00 PM

Join fellow community members for a self-led walk and conversation.

Naughty Knitters

THURSDAYS, 10:00 AM-12:00 PM

RomCom & Pizza

SATURDAY, 2/14 11:00 AM- 1:00 PM

Enjoy a "puppy love" story over a slice of pizza (While supplies lasts) (Call or visit to register)

Adult Book Club

WEDNESDAY, 2/18 11:30 AM-12:30 PM

Adult Crafting - Birch Tree Painting

SATURDAY, 2/21 11:00 AM-12:00 PM

We will use acrylic paint and basswood sheets to create a painting that captures the beauty of a birch tree forest in the winter. Perfect for both beginners and seasoned artists.

West Point Branch Library | 433 12th Street, West Point, VA 23181 | 804-769-2803

Hours: Monday-Thursday 10:00 AM-8:00 PM; Friday 10:00 AM-6:00 PM; Saturday 10:00 AM-2:00 PM; Sunday Closed

King William County

Statement of Revenue and Expenditures - Standard

01/20/2026
09:46 AM

Revenue Account Range: *Not Selected*
Expend Account Range: *100-073200-0000-000-00 to 100-073200-7002-000-00*
Print Zero YTD Activity: *No*

Include Non-Anticipated: *Yes*
Include Non-Budget: *No*

Year To Date As Of: *12/31/25*
Current Period: *12/01/25 to 12/31/25*
Prior Year: *12/01/24 to 12/31/24*

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
100-073200-0000-000-00	LIBRARY SYSTEMS & SERVICES	0.00	0.00	0.00	0.00	0.00	0
100-073200-3310-000-00	REPAIRS & MAINTENANCE	0.00	0.00	0.00	912.70	912.70-	0
100-073200-5110-000-00	ELECTRICAL SERVICES	0.00	0.00	0.00	684.96	684.96-	0
100-073200-5170-000-00	INTERNET SERVICES	0.00	0.00	0.00	1,062.11	1,062.11-	0
100-073200-5210-000-00	POSTAL SERVICES	0.00	0.00	0.00	166.00	166.00-	0
100-073200-5230-000-00	TELEPHONE (WIRELESS)	0.00	0.00	1,814.13	5,721.08	5,721.08-	0
100-073200-5410-000-00	LEASE/RENT EQUIPMENT	0.00	0.00	214.90	898.59	898.59-	0
100-073200-5420-000-00	RENT (BUILDING) BAILEY LIVING TRUST	0.00	0.00	0.00	10,000.00	10,000.00-	0
100-073200-6001-000-00	OFFICE SUPPLIES	0.00	0.00	0.00	106.96	106.96-	0
100-073200-7001-000-00	CONTRACTUAL (LIBRARY SYSTEMS & SERVI	150,726.75	569,445.00	47,666.00	288,181.58	281,263.42	51
100-073200-7002-000-00	LIBRARY SYSTEMS & SERVICES	0.00	0.00	2,812.37	15,059.37	15,059.37-	0
	GENERAL FUND Expenditure Totals	**150,726.75**	**569,445.00**	**52,507.40**	**322,793.35**	**246,651.65**	**57**

Range of Accounts: 100-073200-0000-000-00 to 100-073200-7002-000-00 Date Range: 07/01/25 to 12/31/25 Include Accounts with Zero Activity: No
Audit Report Type: Standard
Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the Transaction Ending Date.
* Transaction is included in Previous and/or Begin Balance ** Transaction is not included in Balance

Account No / Date	Description / Transaction Data/Comment		Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-3310-000-00	REPAIRS & MAINTENANCE				0.00	
09/10/25 PO 25-04001	2 Encumber	FASTSIGNS 30101 - Purchase	DIREC005 DIRECTV	853.78-	853.78-	CSTEVENS
10/01/25 PO 25-04001	2 Pay Ck: 101289	FASTSIGNS 30101 - Purchase	DIREC005 DIRECTV	853.78-*	853.78-	CSTEVENS
09/27/25 PO 25-03960	1 Encumber		360HA010 360 HARDWARE-Admin	12.48-	866.26-	CSTEVENS
10/01/25 PO 25-03960	1 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	12.48-*	866.26-	CSTEVENS
09/27/25 PO 25-03960	3 Encumber		360HA010 360 HARDWARE-Admin	9.96-	876.22-	CSTEVENS
10/01/25 PO 25-03960	3 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	9.96-*	876.22-	CSTEVENS
09/27/25 PO 25-03960	4 Encumber		360HA010 360 HARDWARE-Admin	2.49-	878.71-	CSTEVENS
10/01/25 PO 25-03960	4 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	2.49-*	878.71-	CSTEVENS
09/27/25 PO 25-03960	5 Encumber		360HA010 360 HARDWARE-Admin	33.99-	912.70-	CSTEVENS
10/01/25 PO 25-03960	5 Pay Ck: 101290		360HA010 360 HARDWARE-Admin	33.99-*	912.70-	CSTEVENS
100-073200-5110-000-00	ELECTRICAL SERVICES				0.00	
09/18/25 Expenditure	To move expenses to correct lines.		Reference 1856 2	197.22-	197.22-	JCOLEMAN
09/23/25 PO 25-03935	1 Encumber		DOMIN040 DOMINION POWER 210019427520	295.54-	492.76-	CSTEVENS
10/01/25 PO 25-03935	1 Pay Ck: 101307		DOMIN040 DOMINION POWER 210019427520	295.54-*	492.76-	CSTEVENS
10/26/25 PO 25-04227	1 Encumber		DOMIN040 DOMINION POWER 210019427520	192.20-	684.96-	CSTEVENS
11/03/25 PO 25-04227	1 Pay Ck: 101571		DOMIN040 DOMINION POWER 210019427520	192.20-*	684.96-	CSTEVENS
100-073200-5170-000-00	INTERNET SERVICES				0.00	
09/18/25 Expenditure	To move expenses to correct lines.		Reference 1856 3	1,062.11-	1,062.11-	JCOLEMAN
100-073200-5210-000-00	POSTAL SERVICES				0.00	
09/18/25 Expenditure	To move expenses to correct lines.		Reference 1856 4	166.00-	166.00-	JCOLEMAN
100-073200-5230-000-00	TELEPHONE (WIRELESS)				0.00	
09/18/25 Expenditure	To move expenses to correct lines.		Reference 1856 5	793.00-	793.00-	JCOLEMAN
09/27/25 PO 25-03958	1 Encumber	ACCT: 209965759	TMOBL005 T MOBLIE	646.28-	1,439.28-	CSTEVENS
10/01/25 PO 25-03958	1 Pay Ck: 101333	ACCT: 209965759	TMOBL005 T MOBLIE	646.28-*	1,439.28-	CSTEVENS
10/22/25 PO 25-04201	1 Encumber		TMOBL005 T MOBLIE	664.78-	2,104.06-	CSTEVENS
11/03/25 PO 25-04201	1 Pay Ck: 101595		TMOBL005 T MOBLIE	664.78-*	2,104.06-	CSTEVENS
11/05/25 PO 25-04356	14 Encumber		VERIZ020 VERIZON WIRELESS	1,208.14-	3,312.20-	CSTEVENS
11/17/25 PO 25-04356	14 Pay Ck: 101744		VERIZ020 VERIZON WIRELESS	1,208.14-*	3,312.20-	CSTEVENS
11/24/25 PO 25-04501	1 Encumber		TMOBL005 T MOBLIE	594.75-	3,906.95-	CSTEVENS

Account No / Date	Transaction Data/Comment	Description	Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-5230-000-00		TELEPHONE (WIRELESS)	Continued			
12/01/25	PO 25-04501	1 Pay Ck: 101784	TMOBL005 T MOBLIE	594.75-*	3,906.95-	CSTEVENS
12/08/25	PO 25-04637	14 Encumber	VERIZ045 VERIZON WIRELESS SERVICES LLC	1,207.58-	5,114.53-	CSTEVENS
12/12/25	PO 25-04637	14 Pay Ck: 101925	VERIZ045 VERIZON WIRELESS SERVICES LLC	1,207.58-*	5,114.53-	CSTEVENS
12/24/25	PO 25-04772	1 Encumber	TMOBL005 T MOBLIE	606.55-	5,721.08-	CSTEVENS
100-073200-5410-000-00		LEASE/RENT EQUIPMENT			0.00	
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 6	235.62-	235.62-	JCOLEMAN
10/08/25	PO 25-04083	1 Encumber	XEROX010 XEROX CORPORATION	121.40-	357.02-	CSTEVENS
10/15/25	PO 25-04083	1 Pay Ck: 101447	XEROX010 XEROX CORPORATION	121.40-*	357.02-	CSTEVENS
10/08/25	PO 25-04083	2 Encumber	XEROX010 XEROX CORPORATION	72.19-	429.21-	CSTEVENS
10/15/25	PO 25-04083	2 Pay Ck: 101447	XEROX010 XEROX CORPORATION	72.19-*	429.21-	CSTEVENS
11/10/25	PO 25-04387	1 Encumber	XEROX010 XEROX CORPORATION	150.97-	580.18-	CSTEVENS
11/17/25	PO 25-04387	1 Pay Ck: 101698	XEROX010 XEROX CORPORATION	150.97-*	580.18-	CSTEVENS
11/10/25	PO 25-04387	2 Encumber	XEROX010 XEROX CORPORATION	103.51-	683.69-	CSTEVENS
11/17/25	PO 25-04387	2 Pay Ck: 101698	XEROX010 XEROX CORPORATION	103.51-*	683.69-	CSTEVENS
12/09/25	PO 25-04650	1 Encumber	XEROX010 XEROX CORPORATION	67.05-	750.74-	CSTEVENS
12/12/25	PO 25-04650	1 Pay Ck: 101927	XEROX010 XEROX CORPORATION	67.05-*	750.74-	CSTEVENS
12/09/25	PO 25-04650	2 Encumber	XEROX010 XEROX CORPORATION	147.85-	898.59-	CSTEVENS
12/12/25	PO 25-04650	2 Pay Ck: 101927	XEROX010 XEROX CORPORATION	147.85-*	898.59-	CSTEVENS
100-073200-5420-000-00		RENT (BUILDING) BAILEY LIVING TRUST			0.00	
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 7	10,000.00-	10,000.00-	JCOLEMAN
100-073200-6001-000-00		OFFICE SUPPLIES			0.00	
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 8	66.00-	66.00-	JCOLEMAN
10/10/25	PO 25-04109	10 Encumber	AMAZO005 AMAZON	40.96-	106.96-	JCOLEMAN
10/15/25	PO 25-04109	10 Pay Ck: 101451	AMAZO005 AMAZON	40.96-*	106.96-	CSTEVENS
100-073200-7001-000-00		CONTRACTUAL (LIBRARY SYSTEMS & SERVICES)			569,445.00	
09/09/25	PO 25-03824	27 Encumber	AMAZO005 AMAZON	352.07-	569,092.93	JCOLEMAN
09/11/25	PO 25-03824	27 Pay Ck: 101228	AMAZO005 AMAZON	352.07-*	569,092.93	CSTEVENS
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 9	107,934.00-	461,158.93	JCOLEMAN
09/18/25	Expenditure	To move expenses to correct lines.	Reference 1856 10	352.07	461,511.00	JCOLEMAN
10/03/25	PO 25-04037	1 Encumber	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-	419,261.42	CSTEVENS
10/15/25	PO 25-04037	1 Pay Ck: 101467	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-*	419,261.42	CSTEVENS
11/03/25	PO 25-04332	1 Encumber	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,666.00-	376,595.42	CSTEVENS
11/17/25	PO 25-04332	1 Pay Ck: 101720	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,666.00-*	376,595.42	CSTEVENS
11/20/25	PO 25-04483	1 Encumber	LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-	334,345.84	CSTEVENS

Account No / Date	Transaction	Description / Data/Comment		Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-7001-000-00		CONTRACTUAL (LIBRARY SYSTEMS & SERVICES) Continued					
12/01/25	PO 25-04483	1 Pay Ck: 101801		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-*	334,345.84	CSTEVENS
11/20/25	PO 25-04483	2 Encumber	materials	LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-	328,929.42	CSTEVENS
12/01/25	PO 25-04483	2 Pay Ck: 101801	materials	LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-*	328,929.42	CSTEVENS
12/04/25	PO 25-04574	1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-	286,679.84	CSTEVENS
12/04/25	PO 25-04574	1 Pay Ck: 101881		LIBRA005 LIBRARY SYSTEMS & SERVICES	42,249.58-*	286,679.84	CSTEVENS
12/04/25	PO 25-04574	2 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-	281,263.42	CSTEVENS
12/04/25	PO 25-04574	2 Pay Ck: 101881		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-*	281,263.42	CSTEVENS
100-073200-7002-000-00		LIBRARY SYSTEMS & SERVICES				0.00	
07/03/25	PO 25-03178	1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	47,666.00-	47,666.00-	CSTEVENS
07/14/25	PO 25-03178	1 Pay Ck: 100794		LIBRA005 LIBRARY SYSTEMS & SERVICES	47,666.00-*	47,666.00-	CSTEVENS
07/03/25	PO 25-03190	1 Encumber	RENT FOR THE LIBRARY STORAGE	BAILE020 BAILEY LIVING TRUST	2,500.00-	50,166.00-	CSTEVENS
07/03/25	PO 25-03190	1 Pay Ck: 100727	RENT FOR THE LIBRARY STORAGE	BAILE020 BAILEY LIVING TRUST	2,500.00-*	50,166.00-	CSTEVENS
07/12/25	PO 25-03243	1 Encumber	ACCT#0015414111116802	COXCO005 COX BUSINESS	437.37-	50,603.37-	CSTEVENS
07/15/25	PO 25-03243	1 Pay Ck: 100735	ACCT#0015414111116802	COXCO005 COX BUSINESS	437.37-*	50,603.37-	CSTEVENS
07/15/25	PO 25-03282	1 Encumber		USPS0005 USPS	166.00-	50,769.37-	CSTEVENS
07/16/25	PO 25-03282	1 Pay Ck: 100822		USPS0005 USPS	166.00-*	50,769.37-	CSTEVENS
08/06/25	PO 25-03459	1 Encumber	August Rent payment	BAILE020 BAILEY LIVING TRUST	2,500.00-	53,269.37-	CSTEVENS
08/06/25	PO 25-03459	1 Pay Ck: 100945	August Rent payment	BAILE020 BAILEY LIVING TRUST	2,500.00-*	53,269.37-	CSTEVENS
08/11/25	PO 25-03540	1 Encumber		COXCO005 COX BUSINESS	312.37-	53,581.74-	CSTEVENS
08/14/25	PO 25-03540	1 Pay Ck: 101004		COXCO005 COX BUSINESS	312.37-*	53,581.74-	CSTEVENS
08/18/25	PO 25-03595	1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	15,102.00-	68,683.74-	CSTEVENS
08/29/25	PO 25-03595	1 Pay Ck: 101130		LIBRA005 LIBRARY SYSTEMS & SERVICES	15,102.00-*	68,683.74-	CSTEVENS
08/20/25	PO 25-03602	1 Encumber	Rental Fee	BAILE015 BAILEY, WILLIAM "WALT"	2,500.00-	71,183.74-	JCOLEMAN
08/29/25	PO 25-03602	1 Pay Ck: 101090	Rental Fee	BAILE015 BAILEY, WILLIAM "WALT"	2,500.00-*	71,183.74-	CSTEVENS
08/26/25	PO 25-03627	1 Encumber	Pre Bid meeting	CHRIS020 Christa Hazlewood	66.00-	71,249.74-	CSTEVENS
08/29/25	PO 25-03627	1 Pay Ck: 101096	Pre Bid meeting	CHRIS020 Christa Hazlewood	66.00-*	71,249.74-	CSTEVENS
08/28/25	PO 25-03662	1 Encumber		XEROX010 XEROX CORPORATION	35.53-	71,285.27-	CSTEVENS
08/29/25	PO 25-03662	1 Pay Ck: 101117		XEROX010 XEROX CORPORATION	35.53-*	71,285.27-	CSTEVENS
08/28/25	PO 25-03662	12 Encumber		XEROX010 XEROX CORPORATION	49.24-	71,334.51-	CSTEVENS
08/29/25	PO 25-03662	12 Pay Ck: 101117		XEROX010 XEROX CORPORATION	49.24-*	71,334.51-	CSTEVENS
09/01/25	PO 25-03762	1 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	45,166.00-	116,500.51-	CSTEVENS
09/11/25	PO 25-03762	1 Pay Ck: 101243		LIBRA005 LIBRARY SYSTEMS & SERVICES	45,166.00-*	116,500.51-	CSTEVENS
09/01/25	PO 25-03767	1 Encumber		DOMIN040 DOMINION POWER 210019427520	197.22-	116,697.73-	CSTEVENS
09/11/25	PO 25-03767	1 Pay Ck: 101201		DOMIN040 DOMINION POWER 210019427520	197.22-*	116,697.73-	CSTEVENS
09/06/25	PO 25-03782	1 Encumber		XEROX010 XEROX CORPORATION	61.07-	116,758.80-	CSTEVENS
09/11/25	PO 25-03782	1 Pay Ck: 101227		XEROX010 XEROX CORPORATION	61.07-*	116,758.80-	CSTEVENS
09/06/25	PO 25-03782	2 Encumber		XEROX010 XEROX CORPORATION	89.78-	116,848.58-	CSTEVENS

Account No / Date	Transaction	Description / Data/Comment		Vendor/Reference	Trans Amount	Begin Balance / Trans Balance	User
100-073200-7002-000-00		LIBRARY SYSTEMS & SERVICES	Continued				
09/11/25	PO 25-03782	2 Pay Ck: 101227		XEROX010 XEROX CORPORATION	89.78-*	116,848.58-	CSTEVENS
09/06/25	PO 25-03793	1 Encumber		VERIZ020 VERIZON WIRELESS	793.00-	117,641.58-	CSTEVENS
09/11/25	PO 25-03793	1 Pay Ck: 101267		VERIZ020 VERIZON WIRELESS	793.00-*	117,641.58-	CSTEVENS
09/08/25	PO 25-03814	1 Encumber		COXCO005 COX BUSINESS	312.37-	117,953.95-	CSTEVENS
09/11/25	PO 25-03814	1 Pay Ck: 101196		COXCO005 COX BUSINESS	312.37-*	117,953.95-	CSTEVENS
09/15/25	PO 25-03869	1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	120,453.95-	CSTEVENS
10/01/25	PO 25-03869	1 Pay Ck: 101294		BAILE020 BAILEY LIVING TRUST	2,500.00-*	120,453.95-	CSTEVENS
09/18/25	Expenditure	To move expenses to correct lines.		Reference 1856 1	120,453.95	0.00	JCOLEMAN
09/18/25	Expenditure	To move expenses to correct lines.		Reference 1856 11	352.07-	352.07-	JCOLEMAN
10/03/25	PO 25-04037	2 Encumber		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-	5,768.49-	CSTEVENS
10/15/25	PO 25-04037	2 Pay Ck: 101467		LIBRA005 LIBRARY SYSTEMS & SERVICES	5,416.42-*	5,768.49-	CSTEVENS
10/08/25	PO 25-04061	1 Encumber		COXCO005 COX BUSINESS	312.37-	6,080.86-	CSTEVENS
10/15/25	PO 25-04061	1 Pay Ck: 101415		COXCO005 COX BUSINESS	312.37-*	6,080.86-	CSTEVENS
10/16/25	PO 25-04178	1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	8,580.86-	CSTEVENS
11/03/25	PO 25-04178	1 Pay Ck: 101562		BAILE020 BAILEY LIVING TRUST	2,500.00-*	8,580.86-	CSTEVENS
10/16/25	PO 25-04538	1 Encumber	FASTSIGNS 30101 - Purchase	FASTS005 FASTSIGNS	853.77-	9,434.63-	CSTEVENS
12/01/25	PO 25-04538	1 Pay Ck: 101842	FASTSIGNS 30101 - Purchase	FASTS005 FASTSIGNS	853.77-*	9,434.63-	CSTEVENS
11/10/25	PO 25-04389	1 Encumber		COXCO005 COX BUSINESS	312.37-	9,747.00-	CSTEVENS
11/17/25	PO 25-04389	1 Pay Ck: 101664		COXCO005 COX BUSINESS	312.37-*	9,747.00-	CSTEVENS
11/17/25	PO 25-04440	1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	12,247.00-	CSTEVENS
12/01/25	PO 25-04440	1 Pay Ck: 101755		BAILE020 BAILEY LIVING TRUST	2,500.00-*	12,247.00-	CSTEVENS
12/21/25	PO 25-04735	1 Encumber		COXCO005 COX BUSINESS	312.37-	12,559.37-	CSTEVENS
12/23/25	PO 25-04735	1 Pay Ck: 101976		COXCO005 COX BUSINESS	312.37-*	12,559.37-	CSTEVENS
12/22/25	PO 25-04742	1 Encumber		BAILE020 BAILEY LIVING TRUST	2,500.00-	15,059.37-	CSTEVENS
12/23/25	PO 25-04742	1 Pay Ck: 101970		BAILE020 BAILEY LIVING TRUST	2,500.00-*	15,059.37-	CSTEVENS
* Fund: 100		GENERAL FUND Total				246,651.65	
* Final Total						246,651.65	

* Total lines reflect totals for the Accounts Printed Only.